

Message Text

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ORIGIN OPR-02

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DRAFTED BY A/O:JMELROSE:EDD

APPROVED BY A:JMTHOMAS

WH - R. MARTIN

NSC - D. CLIFT

S/S - MR. ORTIZ

DESIRED DISTRIBUTION

NO DISTRIBUTION OUTSIDE-OF A/O; EUR; S; S/S; AND WHITE HOUSE FOR
PREADVANCE AND NORMAL EUROPEAN TRIP DISTRIBUTION

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FM SECSTATE WASHDC

TO AMEMBASSY BUCHAREST IMMEDIATE

C O N F I D E N T I A L STATE 169595

E.O. 11652: GDS

TAGS: OVIP (FORD, GERALD)

SUBJECT: PRESIDENTIAL TRAVEL - PREADVANCE TEAM

, PREADVANCE TEAM TO DEPART WARSAW ON 21 JULY 1975
AT 1200 LOCAL. SCHEDULED TO ARRIVE BUCHAREST 21 JULY
1975 AT 1430 LOCAL ABOARD VC 137 (TAIL NO. 26971).

2. TEAM TO BE HEADED BY MR. BYRON "RED" CAVANEY, DIRECTOR
OF THE ADVANCE OFFICE. THE MANIFEST IS AS FOLLOWS:

1. RED CAVANEY - DIRECTOR OF THE ADVANCE OFFICE
 2. CAPTAIN LELAND S. KOLLMORGEN (USN) - MILITARY ASSISTANT
TO THE PRESIDENT
 3. WARREN RUSTAND - DIRECTOR OF THE SCHEDULING OFFICE
 4. RAY HUNT - DEPUTY ASSISTANT SECRETARY OF STATE FOR
OPERATIONS
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5. RICHARD KEISER - SPECIAL AGENT IN CHARGE, PRESIDENTIAL
PROTECTIVE DIVISION, USSS

6. BRIGADIER GENERAL LARRY ADAMS (USA) - COMMANDING OFFICER,
WHITE HOUSE COMMUNICATIONS AGENCY

7. ROBERT GATES - STAFF MEMBER, NATIONAL SECURITY COUNCIL
8. ERIC ROSENBERGER - WHITE HOUSE PRESS OFFICE
9. MILTON FRIEDMAN - WHITE HOUSE SPEECHWRITER
10. ROBERT MEAD - WHITE HOUSE TELEVISION COORDINATOR
11. DR. JOHN MAHONEY - WHITE HOUSE PHYSICIAN
12. RONALD JACKSON - WHITE HOUSE FOOD COORDINATOR
13. MAJOR HAROLD REYNOLDS - AIR FORCE ONE REPRESENTATIVE
14. ROBERT MANNING - WHITE HOUSE TRANSPORTATION OFFICE
15. BARBARA BESEDNIK - WHITE HOUSE SOCIAL OFFICE
16. PATTI MATSON - WHITE HOUSE PRESS OFFICE (MRS. FORD)
17. JEANNE QUINLAN - WHITE HOUSE SECRETARY
18. MARYLOU SHEILS - STATE DEPARTMENT PROTOCOL OFFICE
19. HERB OLDENBERG - MILITARY ASSISTANT'S OFFICE
20. DON MURRAY - MILITARY ASSISTANT'S OFFICE
21. PETER SORUM - WHITE HOUSE ADVANCE OFFICE
22. MARY FISHER - WHITE HOUSE ADVANCE OFFICE
23. JOHN GILDEA - WHITE HOUSE ADVANCE REPRESENTATIVE
24. ROBERT COUGHEY - UNITED STATES SECRET SERVICE
25. KEN PAKULA - WHITE HOUSE COMMUNICATIONS AGENCY
26. JIM WALSH - STATE DEPARTMENT REPRESENTATIVE
27. JOHN BAY - UNITED STATES SECRET SERVICE
28. JOY CHILES - WHITE HOUSE PRESS OFFICE SECRETARY
29. PAUL BENSON - AT&T
30. ED GRUNBERG - RCA
31. FRANK JORDAN - NBC POOL COORDINATOR
32. DAVID BUCKSBAUM - CBS
33. IRVING MARGOLIS - NBC
34. DAVID JAYNE - ABC
35. HOMER LUTHER - WHITE HOUSE ADVANCE REPRESENTATIVE
36. ROBERT HORAN - UNITED STATES SECRET SERVICE
37. CHUCK JOHNSTON - WHITE HOUSE COMMUNICATIONS AGENCY

3. TOTAL 37 PLUS CREW. SINGLE ROOMS PREFERRED FOR FIRST
9 INCLUSIVE LISTED ABOVE PLUS PRESS. BALANCE OF PARTY
CAN BE DOUBLED. FURTHER HOTEL REQUIREMENTS FOR ADVANCE,
TO ARRIVE LATER IN MONTH, AND ACTUAL VISIT WILL BE
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REVIEWED BY PREADVANCE.

4. TRANSPORTATION REQUIREMENTS DURING THE STOP: PLEASE
MAKE AVAILABLE THREE CARS FOR PRINCIPALS OF PREADVANCE
PARTY, CARS TO BE ASSIGNED UPON ARRIVAL. ALL OTHER
MEMBERS OF PREADVANCE TEAM CAN BE ACCOMMODATED AS BEST
SUITS THE POST, EITHER CARS OR BUSES.

5. THE AIR FORCE WILL CONTACT THE DEFENSE ATTACHE
REGARDING BILLETING AND TRANSPORTATION FOR AIR CREW IN
ADDITION TO THE NORMAL REQUEST FOR OVERFLIGHT CLEARANCES
AND SERVICE FOR SPECIAL AIRCRAFT INCLUDING:

- A. BOARDING STAIRS FOR BOEING 707
- B. TYPE A-1 JET FUEL
- C. MD-3 POWER CART OR EQUIVALENT

FYI: CREW WILL REQUIRE EIGHT DOUBLES AND ONE SINGLE.

6. BAGGAGE: MR. HERBERT OLDENBERG WILL BE RESPONSIBLE FOR BAGGAGE. PLEASE ASSIGN EMBOFF TO MEET AND ASSIST. WILL REQUIRE A 1 1/2 TON TRUCK WITH HANG UP BAR. ALSO, IF POSSIBLE, PLEASE PROVIDE IN ADVANCE ROOM NUMBERS ASSIGNED PARTY SO THAT BAGGAGE CAN BE MARKED PRIOR TO ARRIVAL.

7. PREADVANCE PARTY MEMBERS DO NOT HAVE VISAS. REQUEST HOST COUNTRY WAIVE VISA REQUIREMENTS FOR ALL MEMBERS OF PREADVANCE PARTY. ALL PASSPORTS WILL BE CARRIED BY RAY HUNT.

8. THE LEADERS OF THE PREADVANCE TEAM WOULD LIKE TO HAVE A BRIEF PRIVATE MEETING WITH PRINCIPAL OFFICER AND DCM IMMEDIATELY AFTER ARRIVAL FOR THE PURPOSE OF BRIEFING THE AMBASSADOR ON THE MISSION AND GOALS OF THE PRE-ADVANCE AND TO ANSWER ANY QUESTIONS WHICH THE POST MAY HAVE.

9. IMMEDIATELY FOLLOWING THIS DISCUSSION, THE PREADVANCE TEAM WOULD LIKE TO MEET WITH DESIGNATED MISSION COUNTERPARTS. THE MEETING SHOULD BE KEPT FAIRLY SMALL WITH PERHAPS ONE OR MORE PERSONS FROM EACH OF THE FOLLOWING
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MISSION AREAS IN ATTENDANCE: PRESS, COMMUNICATIONS, SECURITY, PROTOCOL, MEDICAL AND LOGISTICS/ADMIN.

10. FOLLOWING THIS GENERAL MEETING THE PREADVANCE TEAM MEMBERS WOULD LIKE TO BREAK INTO COUNTERPART GROUPS TO DISCUSS SPECIFIC REQUIREMENTS AND TO BE BRIEFED ON LOCAL SITUATION REGARDING THEIR SPECIALITIES BY MISSION OFFICERS.

11. FOLLOWING THE ABOVE STEPS, THE PREADVANCE TEAM WOULD LIKE TO MEET WITH HOST GOVERNMENT. WE BELIEVE IT BEST TO MEET FIRST WITH OFFICIALS WHO HAVE OVERALL RESPONSIBILITY FOR PRESIDENT'S VISIT. AFTER THIS SESSION, IT WOULD BE DESIRABLE FOR THE TEAM AND MISSION COUNTERPARTS TO MEET WITH THEIR HOST GOVERNMENT COUNTERPARTS, AT THE WORKING LEVEL, AS A GROUP.

12. THE MEETINGS WITH HOST GOVERNMENT OFFICIALS SHOULD NOT BE FIRMED UP UNTIL AFTER ARRIVAL OF PREADVANCE TEAM.

13. WHEN ABOVE SESSIONS HAVE BEEN COMPLETED, MEMBERS OF PREADVANCE TEAM WOULD LIKE TO TOUR ALL SITES INCLUDING

MEETING SITES WHICH MIGHT INVOLVE THE PRESIDENT AS WELL AS POINTS OF INTEREST MRS. FORD MIGHT VISIT IF SHE PARTICIPATES.

14. THE TEAM WOULD ALSO APPRECIATE RECEIVING UPON ARRIVAL MAPS OF THE CITY WITH PLACES PERTINENT TO THE VISIT CLEARLY MARKED, BIOGRAPHIC SKETCHES WITH PHOTOGRAPHS, IF AVAILABLE, OF HOST COUNTRY COUNTERPARTS AND OTHER INFORMATION GENERALLY CONTAINED IN A TYPICAL "WELCOME KIT". WE PARTICULARLY WOULD APPRECIATE A DO'S AND DON'TS LIST.

15. CONTROL ROOM: PLEASE ESTABLISH A CONTROL ROOM AT THE HOTEL IN VICINITY OF PREADVANCE TEAM. WE WILL REQUIRE MARINE SECURITY GUARD OR CLEARED EMBASSY EMPLOYEE TO PROVIDE PROTECTIVE COVERAGE CLASSIFIED MATERIAL DURING ENTIRE STOP. ACCOMMODATION EXCHANGE, TYPICAL WELCOME KIT INFORMATION, A SMALL SUPPLY OF SUNDRIES, AND TRANSFORMERS (IF NEEDED), ETC. WOULD BE HELPFUL. ALSO
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TYPEWRITERS, OFFICE SUPPLIES AND SECRETARIAL STAFFING SHOULD BE PROVIDED AND AVAILABLE INTO THE EVENING. IF FEASIBLE, PLEASE PROVIDE A SMALL XEROX MACHINE.

16. IT WOULD BE OF ASSISTANCE FOR TEAM TO HAVE FLOOR PLANS OF HOTELS OR OTHER PLACES PRESIDENTIAL PARTY MIGHT BE ACCOMMODATED FOR REVIEW DURING THE PREADVANCE. ALSO PLANS OF POSSIBLE SITES AS WELL AS HISTORICAL AND COLOR BACKGROUND ON THE SITES FOR BACKGROUND BOOKS.

17. ALL MESSAGES CONCERNING SCHEDULE OR OTHER ADMINISTRATIVE MATTERS SHOULD BE ADDRESSED TO DEPARTMENT SLUGGED FOR A/O; TO THE WHITE HOUSE FOR ADVANCE OFFICE AND NORMAL EUROPEAN TRIP DISTRIBUTION; AND TO APPROPRIATE ENROUTE POSTS, SLUGGED FOR PREADVANCE TEAM, INFO TO OTHER STOPS. 15 COPIES OF ALL VISIT RELATED TRAFFIC SHOULD BE AVAILABLE TO PREADVANCE ON ARRIVAL IN THE CONTROL ROOM.

18. FUNDING: THE STATE REPRESENTATIVE WILL PROVIDE INSTRUCTIONS REGARDING ALL FUNDING TO ADMINISTRATIVE OFFICER AFTER ARRIVAL.

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<< END OF DOCUMENT >>

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